



AXMOUTH PARISH COUNCIL

CLERK:
ANDY COMERFORD
EYRE COURT HOTEL
2 QUEENS STREET
EX12 2NY
Tel no: 07895 910543

10th May 2025

Dear Parish Councillors and Members of the Public,

Councillors are summoned, and members of the public are invited, to attend the Annual Council Meeting of Axmouth Parish Council on **Wednesday 21st May 2025 at 6.30pm at Axmouth Village Hall** for the purpose of transacting the following business:

AComerford

Andy Comerford
Clerk to the Council

Agenda

1. Election of Chairman
 - a) To invite nominations and elect a Chairman for the year
 - b) To receive the Declaration of Acceptance of Office by the Chairman
2. Election of Vice-Chairman
3. Co-option of new council members; Mr W Lucas

Commencement of Ordinary Council Meeting:

4. To receive and acknowledge apologies.
5. **Declaration of Interests:** In accordance with the Code of Conduct, members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have, in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at East Devon District Council within 28 days of the change.
6. Minutes of the Parish Council meeting held on 16th April 2025 to be approved.
7. To agree any items to be discussed after the public, including the press, have been excluded:
8. Public Forum:
9. Highway Matters:
 - a) Traffic signage through the village.
 - b) Aldi HGV transport.

[Email: clerk@axmouth.eastdevon.gov.uk](mailto:clerk@axmouth.eastdevon.gov.uk)



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10. To set future meeting dates until the next Annual Council Meeting:

Proposal to continue with the 3rd Wednesday of each month excluding August and December.

11. To agree outside body representation:

Current representatives

Footpath Warden (P3 Co-ordinator)	Cllr Daniel
Seaton Beach Management Plan Group	Cllr Daniel
Axmouth Playground.	Cllr Condron & Cllr Drown
Emergency Planning	Cllr Daniel
Village Hall Committee	

12. Review of Internal Control and GDPR procedures:

- a) Standing Orders
- b) Financial Regulations
- c) Fixed Asset Register
- d) Risk Register
- e) Statement of Internal Controls
- f) Policy on Filming & Recording Parish Council Meetings
- g) Privacy Notice
- h) Councillor Privacy Policy
- i) Information & Data Protection Policy
- j) Management of Transferable Data Policy
- k) Press & Media Policy
- l) Social Media Policy
- m) Document Retention & Disposal Policy
- n) Disciplinary Policy
- o) Grievance Policy
- p) Complaints Procedure
- q) Publication Scheme
- r) Training Policy
- s) Grant Awarding Policy

Proposal to adopt, without change, for the next term.



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13. Review Fixed Assets Responsibilities:

14. Financial Matters:

- a) To approve the financial statements to the end April 2025
- b) To agree the subscriptions, DD's and SO's for the next year
- c) To consider grant application from Axmouth PCC for support for parish magazine production.
- d) To consider grant application from Axmouth PCC for support for graveyard maintenance.
- e) To approve the following payments:

Additional payments may arise for payment at the meeting

15. Planning Applications:

None received.

16. Graveyard.

17. Footpath.

18. Dog Bin

19. Grit Bin

20. Bus Stop

21. Reports:

- a) County Councillor report:
- b) District Councillor report:
- c) Parish Councillor reports:
- d) Clerk's report:

22. To accept any relevant correspondence –

Date of the next Parish Council Meeting: 18.06.2025